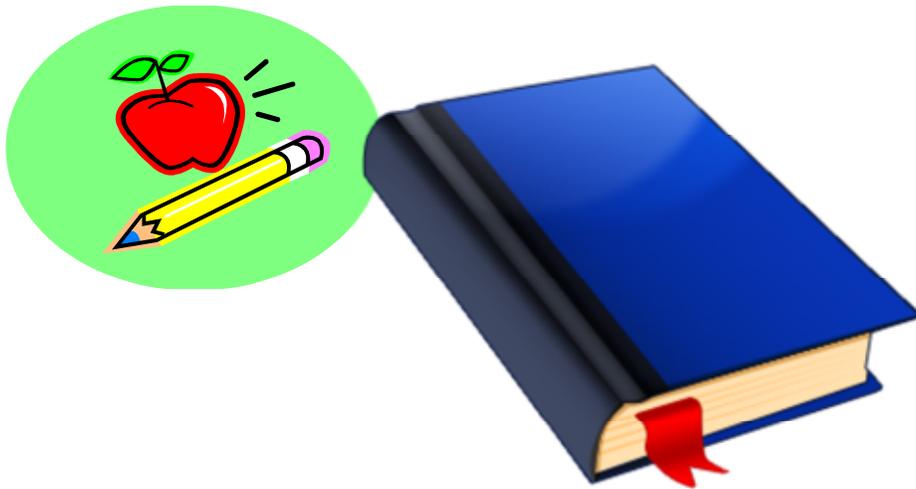


Library Advisory Board
Tuesday
February 4, 2014
Regular Meeting
5:00 p.m.



Cowles Council Chambers
City Hall
491 E. Pioneer Avenue
Homer, Alaska

**NOTICE OF MEETING
REGULAR MEETING AGENDA**

- 1. CALL TO ORDER**
- 2. APPROVAL OF THE AGENDA**
- 3. PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA**
- 4. RECONSIDERATION**
- 5. APPROVAL OF THE MINUTES** *(Minutes are approved during Regular Meetings only)*
 - A. Meeting Minutes for the Special Meeting on December 10, 2013 Page 5
- 6. VISITORS**
- 7. STAFF & COUNCIL/COMMITTEE REPORTS/ AND BOROUGH REPORTS**
 - A. Friends Report
 - B. Next Friends Meeting – Has been canceled
 - C. Director's Report & Statistics December 2013 & January 2014 Page 13
 - D. Art in the Library
 - E. Facilities Report
- 8. PUBLIC HEARING**
- 9. PENDING BUSINESS**
 - A. Strategic Plan 2013 – Board Priorities Page 17
 - B. Council Meeting Attendance Calendar Page 21
 - C. Recruitment of New Board members Page 23
- 10. NEW BUSINESS**
 - A. Elections Page 25
 - B. Memorandum from City Clerk Re: Reducing meetings of the board, commissions, and committees at the Request of City Council Page 27
- 11. INFORMATIONAL MATERIAL**
- 12. COMMENTS OF THE AUDIENCE**
- 13. COMMENTS OF THE CITY STAFF**
- 14. COMMENTS OF THE COUNCILMEMBER** *(If one is assigned)*
- 15. COMMENTS OF THE CHAIR**
- 16. COMMENTS OF THE BOARD**
- 17. ADJOURNMENT/NEXT REGULAR MEETING IS SCHEDULED FOR MARCH 4, 2014** at 5:00 P.M. in the Council Chambers at City Hall located at 491 E. Pioneer Avenue, Homer, Alaska.

Session 13-11 a Special Meeting of the Library Advisory Board was called to order by Chair Groesbeck at 5:05 p.m. on December 10, 2013 at the City Hall Upstairs Conference Room located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: BOARD MEMBERS GROESBECK, GORDON, STROBEL, POLSTER, PORTER

ABSENT: BOARD MEMBER KLOUDA

STAFF: LIBRARY DIRECTOR DIXON
DEPUTY CITY CLERK KRAUSE

Chair Groesbeck welcome the two new members to the Board.

AGENDA APPROVAL

Chair Groesbeck requested a motion to approve the agenda.

GORDON/PORTER – SO MOVED.

There was no discussion.

The agenda was approved as presented by consensus of the Board.

PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA

There were no public comments on the agenda.

Chair Groesbeck requested a motion to suspend the rules to address Item 12, Comments of the Audience after a discussion and clarification from the Clerk on procedure.

STROBEL/GORDON – MOVE TO SUSPEND THE RULES TO ALLOW AUDIENCE COMMENTS.

There was no further discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

RECONSIDERATION

There were no items for reconsideration.

APPROVAL OF MINUTES

A. Meeting Minutes for the Regular Meeting on October 1, 2013

Chair Groesbeck requested a motion to approve the minutes.

STROBEL/GORDON – MOVED TO APPROVE THE MINUTES.

There was no discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

VISITORS

There were no visitors scheduled.

STAFF AND COUNCIL REPORT/COMMITTEE REPORTS/BOROUGH REPORTS

A. Friends Report

Mr. Strobel noted that he did not attend the meeting as the meeting date/day was changed and he was unable to attend. Ms. Dixon reported that they worked on the Budget and events such as the Nutcracker Faire.

Mr. Strobel commented that despite his efforts his required attendance at a meeting prior to the Friends has been running late so it is hampering his attendance but he would like to let it go for the next couple of months to see if his prior meeting will be conducted in a more expedient manner

B. Next Friends Meeting October 9, 2013 at 6 pm in the Library Conference Room

Mr. Strobel stated he will try to attend this meeting but he is on the Fireweed Academy Board and since he no longer runs the meetings they have been very long thus delaying or prohibiting his attendance at the Friends. He will endeavor to get the minutes though to aide in his report.

C. Directors Report and Monthly Statistics

Ms. Dixon noted that the Library was one of the few places that were doing anything in regards to recognizing Native Heritage Month.

She further commented that she belongs to a small group that has been discussing alternative options to Listen Alaska. She explained that big library systems in the country will purchase digital materials and install them on their servers and maintain them. The downside to a subscription is limited and controls access and we cannot make any changes. She stated that they are looking into options of what they can do. November was very interesting month. They call the Police to remove a person who was passed out in the entrance who could not be roused so the paramedics were called.

Ms. Dixon then related an incident where a person wanted to bring in his companion animal which is different than a service animal. She continued to state that a service animal is considered a dog or miniature pony/horse. The Library is not allowed to request proof that it is an actual service animal.

Chair Groesbeck suggested that the city should have a uniform policy related to service animals that applied to all city facilities.

D. Art in the Library

Chair Groesbeck introduced the item and gave the floor to Ms. Dixon.

Ms. Dixon announced that they have the new hanging system in place. A meeting of the selection committee is scheduled for December 12, 2013 to review four submissions. They have received a traveling exhibit that is a photographic exhibit on Liberty and Justice. This will be launched in January.

E. Facilities Report

Ms. Dixon stated that the building has been plumbed for gas but she is unsure when the conversion will take place. She will contact Public Works to get a status update. Chair Groesbeck asked about the parking lot icing. She will have to ask Public Works about that issue and the status of getting it taken care of.

Mr. Polster commented on sanding the sidewalks towards Safeway and noted that they were really treacherous.

PUBLIC HEARING

There was no public hearing scheduled.

PENDING BUSINESS

A. Draft Strategic Plan 2013

Chair Groesbeck read the title into the record. He further noted that Council expressed no concerns regarding the presented Strategic Plan. He reported that he informed the Council that it was a work in progress and would change and be updated periodically and currently was not in any priority order.

Chair Groesbeck read the Strategic Plan into the record.

Discussion ensued focusing on prioritizing the goals stated in the plan. The following order was given to these goals actions were taken:

1. Correct the lack of drainage in the parking lot in the area of the Handicapped Parking spaces to negate the icing issues that happens every winter.
2. Writing and Updating Policies –
 - Collection Development Policy which includes the Selection Policy
 - Internet and Security Policy
 - Social Media Policy
3. Strengthen ties with Advocacy groups most especially the Friends of the Homer Public Library

Further work will ensue on this by the board. It was suggested to work on the policies during the monthly meetings to assist Ms. Dixon.

There were no other goals prioritized.

B. Budget 2014 Review – Update

Chair Groesbeck read the item into the record and asked Ms. Dixon to provide her good news.

Ms. Dixon informed the Board that the Council approved the budget for making the Children's Librarian fulltime and also the increase to the book budget remained. She noted that it was totally unexpected that Council would approve the budget to increase Claudia's position to fulltime.

Chair Groesbeck felt that it really helped their position with council by presenting them with the information and receiving the letters of support from the public.

Ms. Dixon reported that the mood of the Staff was very pleased. She stated it will be really great to have Claudia full time and able to be proactive. She noted that the insurance part wasn't a great thing for staff morale in response to Mr. Gordon's question/statement on morale. She further commented on the people who attended the Council meeting and spoke in favor of the budget request.

Chair Groesbeck stated that there were several people who spoke in favor of imposing a bed tax in order to bring more revenue to the city. He went on to comment on the availability of other taxes that do not affect the resident but would add revenue to the city.

A brief discussion regarding negative comments from a person involved with the Voice for Business group ensued and that the information this person provided was incorrect.

Mr. Groesbeck stated they could celebrate for the remainder of the year but should continue to work on the next budget season.

Ms. Dixon stated she wanted to find ways to connect with the business community. They connect with some elements but not all of them.

C. Landscape Committee – Discussion on Continuation of the Committee

Ms. Dixon stated that a meeting was scheduled but no one showed up last month.

Chair Groesbeck brought the discussion forward asking if the new members would be interested in conducting the business of the committee.

Ms. Krause recommended withholding a decision on the committee since planning was in progress to review all the powers of the commissions and the board to create committees by Council and changes were going to be effected. Mayor Wythe is very concerned about the committees that are formed to address items then end up as a continuing or standing committee. There is talk of no committees being formed with the approval of Council first. There are other changes pending.

Mr. Gordon inquired about Ms. Klouda who was appointed to the committee and asked if he would be allowed to contact her to find out the situation. Ms. Krause will provide her contact information after the Board agreed that it would be a good idea.

It was noted that action was postponed until a decision by Council was made on the status of committees.

NEW BUSINESS

A. Welcome New Boardmember!

Chair Groesbeck welcomed the new members and asked them to tell the Board a little bit about themselves and why they joined the Advisory Board.

Ms. Nan Porter provided a brief history, she was a lifetime resident of Homer, raised her kids and now they are raising their kids here. She volunteers at the Library a few hours a week and why she signed up to join the Board – because she was asked. Ms. Porter commented that she is not political though when it was noted that they attend Council meetings.

Mr. Jack Polster stated that he wanted to be part of the community and volunteer. He was a long time user of the Library but did not want to elaborate on that interesting story. He commented that on the application it asked for his qualifications for being a Board member and he put down his degree in Forestry. When he related this information to an acquaintance who responded how did that relate to the library he responded, “I worked in the pulp industry and they make paper out of pulp which is in turn used for books.”

The Board heartily welcomed the new members. Chair Groesbeck looked forward to the new members sharing their valuable experience and fresh ideas.

B. City Council Meeting Calendar – Board Representation

Chair Groesbeck requested the Board to review the calendar and to take time to email Ms. Krause with the month’s that they will attend the Council meeting. He provided a brief synopsis on what the purpose is for attending the meetings.

Ms. Krause requested a volunteer to step forward for the Month of January and reiterated that they are only required to attend one Council meeting not both. Mr. Gordon stated he would cover January but could only attend the meeting on the 13th.

There was no further discussion.

C. Recruitment of New Board members – Creating an Action Plan

Chair Groesbeck read the title into the record. He noted that since Ms. Porter joined because someone asked her she could now ask someone since she was a “veteran” board member.

Mr. Gordon suggested Mr. Polster bring his whole posse.

Ms. Krause commented that a young person would be nice and if they are 18 they are welcome to apply and have full voting privileges. Mr. Polster asked if there was a notice at the desk in the Library. He commented that way the young people would be aware of the need. He believed he might have seen an ad in the paper was the reason he joined.

Ms. Krause suggested posting on the Library Facebook page.

D. Library Staff Reorganization Plan – Ann Dixon, Library Director

Ms. Dixon stated that made it through a fairly intense November. Amy has the biggest load of cataloguing materials. Claudia is still learning and doing well. Ms. Dixon is so thankful that the hours were budgeted. They are looking at training David he has a lot of library experience and his really sharp. As soon as they get through with the budget they will need to update the software, she will look into partial processing but the big crunch is ordering and cataloguing.

Mr. Gordon inquired if processing would be a budgetary item. Ms. Dixon responded that it would come from the book budget.

She noted that she will reevaluate in the New Year to see if they need to redistribute duties.

E. Establishing the 2014 Regular Meeting Schedule

Chair Groesbeck requested the members to put the meeting dates on their calendar. They will meet on the first Tuesday of each month.

INFORMATIONAL ITEMS

A. Bill & Linda Gates Foundation – The PEW Research Center’s Internet and American Life Project

Chair Groesbeck commented that if the Board has not read the article that they should do so as it was very interesting.

There was a very brief discussion on the articles information.

COMMENTS OF THE AUDIENCE

Mike Haines, city resident, proposed conducting a Qualitative Assessment on the Homer Public Library pro bono. Mr. Haines provided his back as an economic developer/entrepreneurial center developer in different countries. He was instrumental in creating the Biz Idea contest that is conducted every year by the Friends. He has spoken to Andy Haas who is a member of the Friends. Mr. Haas has presented the idea to the group and they are excited about the process.

He believes that there is a misunderstanding on the value of the Library to the community. He believes that a quantitative measure is easy however a qualitative value to the community could possibly open a can of worms. He did some brief research and has not found any qualitative assessment for a library with the exception of a theoretical analysis of the qualitative measures of a Library on an academic level from a person in Glasgow, Scotland. He does not want to proceed until he has received “buy-in” from all the groups involved such as City Administration, the Friends and this Board.

He believes that he can do the quantitative analysis as that is what he does but the qualitative analysis may take a bit of work.

He did not want to start talking to people before approval from all parties. He also noted that this will be a long process and will take some time.

Mr. Polster stated that it would be fascinating what Mr. Haines proposes. Quantitative would be no problem; qualitative may open up a can of worms. GDP is strictly quantitative. He has always had a problem with that; he went on to state he was drafted during Vietnam and the general population believed that every casket made and came back added \$3000 to the GDP and that was good. Tell that to

a family. So qualifying is going to be difficult. So if you can do it He would appreciate him telling how he was going to do it and wished him the best of luck.

Mr. Haines responded that it would take some interpretation and he knows that there are some parts of the Library that will be difficult to put a qualitative value on. He stated that he does not know of other similar facilities that have had an assessment on it but that doesn't mean that after further research he may find one and not have to reinvent the wheel.

The Board expressed favorable consensus on Mr. Haines proposed assessment. Chair Groesbeck informed Mr. Haines that he will get back to him by the end of the week.

A brief discussion ensued and Mr. Gordon was given the green light to contact Mr. Haines to further flesh out the different groups he wanted approval also.

COMMENTS OF CITY STAFF

There were no comments from staff.

COMMENTS OF THE COUNCILMEMBER

There was no Council member in attendance.

COMMENTS OF THE CHAIR

Chair Groesbeck congratulated Ms. Dixon for a successful budget and she deserved a lot of the credit for all her work. He welcomed the new members. He thanked the older members for a very productive year. He informed the Board that he would be stepping down at the end of the year. He will forward some of his files to Matt and encouraged him to work with Ms. Krause. He needed to move on.

COMMENTS OF THE BOARD

Mr. Gordon commented that Mr. Groesbeck has done a magnificent job and has helped this Board tremendously. He wished him luck with whatever he was going to be working on.

Mr. Strobel commented that he was not excited about taking over, they will need to cultivate a new chair, but he will not run away. The meetings will be casual. He was excited that the Children's Librarian, he is a super user, but he avoids the Story Hour like the plague, too crowded, parents are there to talk. He will bring some more children's library issues before this group.

Mr. Polster and Ms. Porter had no comments this time in the interest of saving time.

ADJOURN

There being no further business to come before the Board the meeting adjourned at 7:00 p.m. The next regular meeting is scheduled for Tuesday, January 7, 2014 at 5:00 p.m. at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, and Alaska.

RENEE KRAUSE, CMC, DEPUTY CITY CLERK

Approved: _____

Homer Public Library Director's Report December 27, 2013

The Big News!!

By now you've heard the exciting news that the City Council approved my requests for both an increase in the book budget AND expanding our Youth Services Librarian position from 28 hours to full-time in 2014. Both are sorely needed. The LAB played a crucial role in informing the Council about the need for improved funding for books. Numerous community members spoke in favor of both requests, but especially the Youth Services position. This input from the community was essential in conveying to Council how much the Library is used and appreciated. I'd like to thank everyone involved for their on-going support of the Library.

Library Events and Activities

It was a quiet month with no special events other than our normal programs (Story Times, Genealogy group, Book Club, Tech classes). With both Christmas and New Year's falling on Story Hour days, and our Youth Services Librarian on vacation, even our story times took a brief holiday.

Meetings

- **Friends of the Homer Library.** Discussed budget, programs, and events for the upcoming year.
- **Art Committee** met to choose four art submissions. The "Liberty and Justice" exhibit from the *Alaska Quarterly Review* will kick off the year on January's First Friday. The Library will be open that evening until 7.
- **Mike Haines.** Mike and I met to discuss his ideas for qualitative analysis. I shared some quantitative surveys that have been done in the past at the Library. He'll write up a Scope of Work after the holidays as a starting point.

Issues of Interest

- **Confidentiality.** The City Attorney concluded that in general, confidentiality extends to use of library materials, not anonymity while at the Library. However, the Library is within its rights as an institution to refuse, as a matter of workplace policy, to locate and identify people at the Library. However, if a public interest exists, such as locating a lost child, it is legal for the Library to provide information to assist authorities. For now, staff has been told to refer any questionable situations to the librarian in charge. Under no circumstances should information about a minor be issued to anyone without proof of guardianship or other legal authority.

Behind the Scenes

- **Technology Progress!** At long last, the ten computers gathering dust and consuming space in the back rooms have been harnessed into service for the public. Not only that, but new software to manage the public computers has been installed. Of course, there are still a few

bugs to work out...but the new software is a big improvement over the old (and cheaper). The new computers are also significant improvements over the old ones.

- **End-of-Year Accounting.** Oh, yes. Sigh. Lots of paperwork, number crunching, payment of invoices, receiving, and cataloging.

Facility

- **Natural Gas is coming!** And just in time for the 2014 budget, which is based on lower fuel costs. Work is scheduled to begin the week of January 7, should take no longer than one week, and should not impact Library operations. Per Carey Meyer, head of Public Works.
- **Hot Water Problems.** We've been without hot water for a couple weeks but the crucial part is on its way. Maybe it's on the barge with my late Christmas presents.

Upcoming

- **Exhibit.** The photo exhibit "Liberty and Justice," opens Friday night Jan. 3rd as part of First Friday.
- **Related Events:** January 14, a moderated discussion of human rights and individual responsibilities, 6 PM; and January 21st at 6 PM, an oral presentation by Homer High seniors, Advanced Placement English class, of persuasive essays they've written on the topic, with a \$200 prize for best essay. Sponsored by Friends of Homer Library.

Homer Public Library

Director's Report

January 28, 2014

Good News About HPL

Homer Public Library is one of seven Alaska libraries included on *Library Journal's* list of "Star Libraries." The other six Alaska libraries are Craig, Haines, Tri-Valley, Sand Point, Seward, and Unalaska. Libraries are chosen based on their annual per capita circulation of materials, number of visits, program attendance, and Internet use.

Library Events and Activities

- Liberty and Justice: The photo exhibit opened on First Friday and was well attended, as were two related evening events. A moderated discussion, led by Andy Haas, engendered a lively conversation about human rights and the responsibilities of individuals to preserve them. The topic "liberty, media, and justice," combined with a prize for the top essay, brought ten brave high schoolers to the library on a Tuesday evening to read their persuasive essays. The audience was appreciative and the winner, Mattea Peters, left with a \$200 check! Both events were sponsored by the Friends of Homer Library.
- PFD and some tax forms are now available at the Library. More tax forms should arrive soon.

Meetings

Friends of the Homer Library. In a relatively short meeting, the Friends discussed plans for the upcoming Celebration of Lifelong Learning; application for another Big Read grant; a meeting with Flex School students about building a Little Free Library to be placed at Fritz Creek store; a request for the Friends to sponsor a ham radio instruction class, which was approved; plans to commemorate the 50th anniversary of the Good Friday earthquake; inclusion of the FHL as a "pick-click-give" option; and the temporary absence of coordinator Erin Hollowell. Because several additional board members will also be absent, it was decided not to hold a February meeting.

Issues of Interest

Holly Brennan, Deb Waldorf, and I, as well as Andrea Peterson, Personnel Director for the City, attended a videoconference sponsored by the Alaska State Library on the topic of service animals in public buildings. The presentation clarified several confusing points of law. Ms. Peterson will be developing a City-wide policy to address the issue.

Behind the Scenes

The main activities this month have been cataloging and processing new materials, ordering materials and supplies, and an annual review of our periodical usage in preparation for renewal of subscriptions. In addition, Claudia has been planning children's programming and begun formulating ideas for the Summer Reading Program.

Facility

- **Natural Gas.** The burners were converted but were turned off after a few days due to a problem Enstar is working on, which should be solved soon. We're back to oil until then.
- **Hot Water Problems.** Fixed. Thank you, Dale!

Upcoming

- **New Art Exhibit.** Marine Debris Art created by students with the Center for Alaskan Coastal Studies is going up in the exhibit area of the fireplace lounge.
- **Ham Radio Operation** begins, first and third Saturdays from 10 a.m. to noon, through May 17.
- **National Take Your Child to the Library Day,** Saturday February 1. We're celebrating with LEGO building for kids ages 7-12 from 3-5 PM, as well as a guess-how-many-in-the-jar contest (sorry, you have to be 18 or under to enter). Don't forget to say "hi" to the librarians!
- **Digital Learning Day,** Wednesday February 5. How about some "augmented reality"? Kids ages 8-12 are invited to join Youth Services Librarian Claudia Haines in an hour of creating, playing, and learning with iPads, wacky apps, paper books, printed game boards, and, of course, imaginations.
- **Preschool Story Time.** Ms. Claudia is adding an additional story time for preschoolers on Tuesdays at 10 a.m. through the school year.
- **Early Literacy Outreach.** In February and March Ms. Claudia will take story time "on the road" on Fridays. Like last year, she'll gather with families at the McNeil Canyon Fire Hall at 10 a.m. She'll also visit Razdolna School, Head Start, and other childcare facilities in Homer on a rotating schedule during those months.
- **Alaska Library Association Conference.** Claudia and I will attend the full conference, which is being held in Anchorage this year February 26-March 2. David Bernard will join us for two days. Claudia is presenting a day-long program on using new media in early literacy programming, as well as participating in two panels on youth services.



City of Homer

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Office of the City Clerk

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Memorandum

TO: LIBRARY ADVISORY BOARD
FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK I
DATE: DECEMBER 24, 2013
SUBJECT: STRATEGIC PLAN – BOARD PRIORITIES

BACKGROUND

The Board members drafted and approved the Strategic Plan at their September 3, 2013 and October 1, 2013 regular meetings. This Plan was presented to Council at their October 14th meeting for review. There were no questions or concerns voiced by Council. The Chair was present at this meeting.

Chair Groesbeck has requested the Board members to review this plan and consider prioritizing the currently listed goals into short term and long term. This was attempted at the December 10, 2013 special meeting but not completed.

Current practice by other commissions has been to divide the goals into what can be accomplished in a short 1-2 year time period and longer or mid-term period of 3-5 years and long range goals 6+ years. These are usually capital improvement projects requiring high dollar funding.

RECOMMENDATION

REVIEW THE STRATEGIC PLAN AND PRIORITIZE THE LISTED GOALS INTO SHORT TERM AND LONG TERM. MAKE A MOTION TO APPROVE THE RESULTS.

Homer Public Library Advisory Board

2013 Strategic Plan

Mission Statement

The Homer Library Advisory Board is formed pursuant to Chapter 1.48 of the Homer Municipal Code to advise and to advocate for the needs of the Homer Public Library.

Library Advisory Board Values

The members of the Library Advisory Board (LAB) will represent the LAB and will advocate for the needs of the Homer Public Library (HPL) to the public, library staff, city government and the city council.

The LAB will develop a unified vision and message that embodies the HPL.

The LAB will collaborate with stakeholders, library staff and city staff on a comprehensive plan to establish a library that meets 21st century standards.

The LAB will encourage communication and collaboration between and among community, staff, volunteers, policy makers and the media around the needs of the HPL.

Library Advisory Board Goals

To advocate for the needs of the HPL, the staff, patrons and activities.

To recommend increased funding for books to modernize and broaden the collection.

To communicate the strengths and assets of the HPL to the public and to policy makers.

To establish operational policies in collaboration with library staff and recommend those policies to the Mayor, City Manager and City Council for action.

To advise the Library Director on the development of budget priorities as well as to recommend additional sources of funding.

To advocate for adequate staffing to address the changing needs of the HPL including supporting the Library Director's request for seasonal, temporary help and an increase in services to youth.

To strengthen ties with advocacy groups, most especially, the Friends of the HPL.

1. To identify safety and other facility issues and to bring them to the attention of the Library Director and the appropriate city staff.

To recommend that the City's Economic & Community Development Coordinator assist the Library Director in identifying potential sources of revenue and seeking said grants.

To develop with library staff, the Friends and other interested stakeholders a comprehensive plan for the HPL that includes a vision of where the library will be in 5 years.

To develop an ongoing media campaign to disseminate and promote the Library's vision.

Attend City Council meetings.

Library Advisory Board Priorities:

(Recommend that the LAB prioritize goals into immediate and long-term.)

At the December 10, 2013 Special Meeting the following was prioritized:

1. Correct the lack of drainage and subsequent icing in the handicapped parking area.

2. Writing and Updating Policies –

Collection Development Policy which includes the Selection Policy

Internet and Security Policy

Social Media Policy

3. Strengthen ties with Advocacy groups, especially the Friends of the Homer Public Library.

2014 HOMER CITY COUNCIL MEETINGS
LIBRARY ADVISORY BOARD MEMBER ATTENDANCE

It is the goal of the Board to have a member speak regularly to the City Council at council meetings. There is a special place on the council's agenda specifically for this. After Council approves the consent agenda and any scheduled visitors it is then time for staff reports, commission reports and borough reports. That is when you would stand and be recognized by the Mayor to approach and give a brief report on what the Board is currently addressing, projects, events, etc. **A Board member is scheduled to speak and has a choice at which council meeting they will attend. It is only required to attend one meeting during the month that you are assigned.** However, if your schedule permits please feel free to attend both meetings. Remember you cannot be heard if you do not speak.

The following Meeting Dates for City Council for 2014 is as follows:

January 13, 27 2014	<u>Phil Gordon</u>
February 10, 24 2014	_____
March 10, 24 2014	_____
April 14, 28 2014	<u>Nan Porter</u>
May 12, 27 (Tues)	_____
June 9, 23 2014	<u>Nan Porter</u>
July 21 2014	_____
August 11, 25 2014	_____
September 8, 22 2014	_____
October 13, 27 2014	_____
November 24, 2014	_____
December 8, 2013	_____

Please review and if you will be unable to make the meeting you are tentatively scheduled for please discuss.

PLEASE NOTE: When additional Board members are appointed the proposed schedule above will reflect those added members.



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Memorandum

TO: LIBRARY ADVISORY BOARD
FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK I
DATE: DECEMBER 27, 2013
SUBJECT: RECRUITMENT OF NEW BOARD MEMBERS – CREATING AN ACTION PLAN

BACKGROUND

Who should you recruit as members?

Think carefully about the members you want to recruit. Look at the goals and programs and the kind of people you need. Target people who:

- Form part of the constituency you represent
- Identify with the goals and objectives of the Board.
- Support and want to work for the Board's cause.
- Have skills and experience that will help your work.

Decide the message you want to communicate to potential Board members

- Why should anyone join the Board? Unless recruiters can answer this question, they will not be able to persuade people to join.
- Discuss what you can offer your target constituency and how you will persuade them to join.

Some ways to recruit new members:

- Pass out M & M candy to remind members that "Membership Matters" and that we need "More Members"
- Advertise or have a booth at sports events, fairs and festivals
- ask Rotary Club alumni to join
- Get media coverage on the Advisory Board
- use existing social media

RECOMMENDATION

REVIEW STAFF RECOMMENDATIONS AND DRAFT ACTION PLAN TO INCREASE MEMBERSHIP.



Memorandum

TO: LIBRARY ADVISORY BOARD
FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK I
DATE: DECEMBER 27, 2013
SUBJECT: ELECTIONS

BACKGROUND

Currently we are in need of a Chair – responsibilities include but are not limited to:

- Assisting staff with creating the agenda
- Running the monthly meetings
- Calling a meeting in the event of no quorum or possible non-quorum.
- Calling for a special meeting
- Creating Committees to address specific issues
- Appointing Commissioners to committees that are created.

See simple!?

Since Matt Strobel is currently our Vice Chair he will have the pleasure of opening the floor for nominations of Chair.

No more names for the ballot? Then a call for the vote is issued. The Clerk will call the first name nominated and so on. Staff will tally the votes for each commissioner nominated. The Board member with the most votes will be chair and Vice Chair Strobel will hand the gavel (meeting) over to the newly elected Chair.

If only one board member is nominated they can agree to serve in the capacity or turn down the nomination.

The Chair will then call for nominations for Vice Chair. The Chair will close the nominations and call for the vote.

Since we have a fair amount of inexperienced members there is no restriction on a member running for election – if the member feels confident that they can run the meeting and assist with creating the monthly agenda. They are qualified for the job!



City of Homer

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Memorandum

TO: ADVISORY BODIES

FROM: JO JOHNSON, CITY CLERK

THROUGH: WALT WREDE, CITY MANAGER

DATE: JANUARY 29, 2014

SUBJECT: REDUCING MEETINGS OF THE BOARD, COMMISSIONS, AND COMMITTEES

At a recent council meeting City Council discussed their intention of reducing staff time spent preparing for and attending meetings. Council asked that the board and each commission and committee review their meeting schedule and explore options of reducing the number of meetings held.

Initial discussion among City staff indicates that some of the Advisory Boards and Commissions could function as effectively with revised schedules that could be organized seasonally and the duties of other standing and special committees could be eliminated or absorbed by another group. Some of the initial suggestions are listed below for your review.

An example for a seasonal schedule is that the Parks and Recreation Advisory Commission could forego November – March meetings and complete business in the other seven months. Alternately, summer meetings could be canceled since this is the busiest time for parks staff.

Other groups who participate in department development of policies and budget or don't have larger issues presently at hand could reduce to quarterly meetings, like the Library Advisory Board. The Board was established to assist with the fundraising, budget process, and policy making for the library.

Advisory bodies that don't have specific tasks defined and/or budgets to accomplish them could convene on an as needed basis at the request of the City Council, like the Economic Development Advisory Commission.

Council directed that the Transportation Advisory Committee be dissolved and the duties of addressing road standards when needed be transferred to the Advisory Planning Commission.

They also directed that the make-up of the Lease Committee return to administrative staff, the way it used to be.

The Karen Hornaday Park Committee is primarily comprised of Parks and Recreation Advisory Commissioners and their business could be conducted as needed in a Worksession prior to the Commission's meeting.

Council also directed commissions to form no new committees, subcommittees, or task forces without Council approval. They also recommended that advisory bodies' bylaws be amended to state that NO special meetings of boards, commissions, committees, or task forces can be scheduled without Council approval (with the exception of the Advisory Planning Commission due to time constraints within the code). This would encourage participation in the regularly scheduled meetings and alleviate a significant amount of staff time. Often we have a commission or committee that does not have a quorum for a regularly scheduled meeting so they schedule a special meeting. This results in added staff time notifying all parties to reach a consensus on meeting dates, increased advertising costs, and preparation of duplicate packets.

RECOMMENDATION: At the February meetings discuss reducing the number of meetings and make recommendations to Council by memorandum.

Fiscal Note: N/A



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Memorandum

TO: LIBRARY ADVISORY BOARD
FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK I
DATE: JANUARY 30, 2014
SUBJECT: REDUCING THE MEETINGS – WHICH ONE

BACKGROUND

I keep records on all the meetings held by the board and the graph attached indicates what meetings have had the least attendance or have been rescheduled as special meetings.

Since it has been expressed that if something comes up that needs to be addressed right away and to schedule a special meeting will have to be at the approval of Council then we will have advertising requirements to consider, it could conceivably take a month to hold a special meeting.

Therefore staff suggestion is to hold meetings every other month. This will also require a creation of an annual calendar to make sure all items necessary are covered at each meeting but facilitate in getting these items addressed may incur slightly longer meeting times. However, this would reduce the meetings to 6 per year fulfilling City Council's request to reduce staff time.

RECOMMENDATION

MOVE TO AMEND THE MEETING SCHEDULE TO HOLD REGULAR MEETINGS EVERY OTHER MONTH
FEBRUARY, APRIL, JUNE, AUGUST, OCTOBER, DECEMBER.

TOTAL MEETINGS FOR THE LIBRARY ADVISORY BOARD SINCE 2008

YEAR	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
2008												
2009												
2010												
2011												
2012												
2013												
2014												

Meeting scheduled

Meeting was held

Special Meeting was held

Results

Looking at the graph above the following appear to be difficult months to meet

November

4 of 6 meetings have been canceled

December

3 of 6 meetings have been canceled and 2 were rescheduled

January

3 of 7 meetings have been canceled

July

2 of 6 meetings have been canceled

August

2 of 6 meetings have been canceled

March

1 meeting canceled and 1 special meeting

February

1 canceled

April

1 canceled

May

1 canceled

